

10 September 1952

# CONTROLLER CIRCULAR

**CONFIDENTIAL**

TO : All Agency Allottees

SUBJECT: Designation of Overt or Covert allotted funds on requisitions and obligation documents for procurement of supplies, equipment, and related services.

1. It has been the procedure for all Agency activities to requisition from the Procurement and Supply Office supplies and equipment for which they have budgeted and received allotments of appropriated funds. These requisitions have contained reference to the allotment account chargeable, as required in CIA Regulations [REDACTED] b. (2).

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2. The allotment account indicated on such requisitions has not in the past revealed whether the allotment to be charged is a covert allotment, serviced by the Finance Division, or overt allotments, serviced by the Fiscal Division, despite the fact that there are numerous divisions and activities to which covert allotments and overt allotments are granted for the same allotment account number. Accordingly, when purchase orders and contracts are issued which contain reference to the allotment account designated on the pertinent requisition, it is not readily determinable whether the obligation applies to a covert or an overt allotment.

The determination as to where obligations are to be recorded must be based upon where the funds are allotted (covert or overt), regardless of how payment is to be effected; it makes no difference which organizational unit of the Comptroller's Office will pay the obligation, it still must be recorded in the applicable allotment.

3. Therefore, to assure that proper allotments are obligated from requisitions for supplies, equipment, and related services, it is requested that, effective immediately,

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the requisitions (and subsequent executed purchase orders or contracts) indicate after the designated allotment reference the indicator "Covert" or "Overt" as appropriate, based solely on where funds have been allotted and not on the manner of effecting payment.

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**W. R. SAUNDERS**  
Comptroller

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